

Business Proposal Introduction Letter

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to introduce a business proposal that I believe could be mutually beneficial to our companies. As [Briefly describe your company and its mission], we have been focusing on [Explain what your business specializes in or a specific issue you are addressing].

We have identified [Describe the problem or opportunity] and believe that through collaboration, we can achieve significant results. Our proposal outlines [Briefly mention the key points of the proposal].

I would greatly appreciate the opportunity to discuss this further and explore how we can work together. Please let me know a convenient time for you to meet, or feel free to reach out at your earliest convenience.

Thank you for considering this proposal. I look forward to the possibility of working together.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]